

# Skene Group Construction Services Ltd Website Privacy Statement

This Privacy Statement describes the ways in which we collect, hold and use information about individual persons who visit this website.

We encourage you to read this Website Privacy Statement carefully.

BY USING THIS WEBSITE, YOU CONSENT TO THE COLLECTION AND USE OF INFORMATION AS SET FORTH IN THIS PRIVACY POLICY. YOU ALSO ACKNOWLEDGE THAT SKENE GROUP CONSTRUCTION SERVICES LTD MAY PERIODICALLY CHANGE, MODIFY, ADD OR REMOVE OR OTHERWISE UPDATE THIS PRIVACY POLICY AT ITS DISCRETION, WITHOUT PRIOR NOTIFICATION.

However, we will always handle your Personal Information in accordance with the Privacy Policy that was in effect at the time of collection. It is our intention to post changes to our privacy policy on this page so that you are fully informed concerning the types of information we are gathering, how we use it, and under what circumstances it may be disclosed. Our Privacy Policy is located on our homepage. At such data collection points, further explanation may be provided, where appropriate.

## 1. Privacy Pledge

The term "Personal Data" as used in this Privacy Policy refers to information such as your name, date of birth, e-mail address, mailing address, or telephone number that can be used to identify you. You might also provide us with additional information if you decide to use our on-line job application form. Generally, we will only process your Personal Data as described in this Privacy Policy. However, we reserve the right, to conduct additional processing to the extent permitted or required by law, or in support of any legal or criminal investigation.

## 2. Intended use of Personal Data

Most of our services do not require any form of registration, allowing you to visit our site without telling us who you are. However, some services may require you to provide us with Personal Data. In these situations, if you choose to withhold any

Personal Data requested by us, it may not be possible for you to gain access to certain parts of the site, or proceed with an on-line job application, and for us to respond to your query.

We may collect and use Personal Data to provide you with products or services, to bill you for products and services you request, to market products and services which we think may be of interest to you, or to communicate with you for other purposes which are evident from the circumstances or about which we inform you when we collect Personal Data from you.

### **3. Non-disclosure of Personal Data**

We will not sell, share, or otherwise distribute your Personal Data to third parties except as provided in this Privacy Policy. Personal Data may also be transferred to third parties who act for or on our behalf, for further processing in accordance with the purpose(s) for which the data were originally collected or may otherwise be lawfully processed, such as services delivery, evaluating the usefulness of this website, marketing, data management or technical support. These third parties have contracted with us to only use Personal Data for the agreed upon purpose, and not to sell your Personal Information to third parties, and not to disclose it to third parties except as may be required by law, as permitted by us or as stated in this Privacy Policy.

Personal Data collected from you may also be transferred to a third party in the event that the business of this site or a part of it and the customer data connected with it is sold, assigned or transferred, in which case we would require the buyer, assignee or transferee to treat Personal Data in accordance with this Privacy Policy. Also, Personal Data may be disclosed to a third party if we are required to do so because of an applicable law, court order or governmental regulation, or if such disclosure is otherwise necessary in support of any criminal or other legal investigation or proceeding here or abroad.

### **4. Right of access, correction and objection**

Whenever we process Personal Data, we take reasonable steps to ensure that your Personal Data is kept accurate and up-to date for the purposes for which it was collected. We will provide you with the ability to object to the processing of your Personal Data if such processing is not reasonably required for a legitimate business purpose as described in this policy or our compliance with law. We do not currently utilise automated electronic direct marketing but if we do in the future we will provide you with a method to opt out of receiving further marketing materials. If you wish to

contact us regarding our use of your Personal Data or object to the processing of your Personal Data, please e-mail :

DPC@skene-group.co.uk (Data Protection Controller).

Please note where you provided the information, as well as the specific information you would like us to correct, update or delete. Please ensure you give us a proper identification of yourself. Requests to delete personal data will be subject to any applicable legal and ethical reporting or document filing or retention obligations imposed on us.

## **5. Security and confidentiality**

To ensure the security and confidentiality of Personal Data that we collect online, we use data networks protected, by industry standard firewall and password protection. In the course of handling your Personal Data, we take measures reasonably designed to protect that information from loss, misuse, unauthorised access, disclosure, alteration or destruction.

## **6. Data transfer abroad**

Due to the nature of the Internet if you are visiting this site from abroad, your communications will inevitably result in the transfer of information across international boundaries.

## **7. "Cookies"**

We may collect and process information about your visit to this website, such as the pages you visit, the website you came from and some of the searches you perform. Such information is used by us to help improve the contents of the site and to compile aggregate statistics about individuals using our site for internal, market research purposes. In doing this, we may install "cookies" that collect the domain name of the user, your internet service provider, your operating system, and the date and time of access. A "cookie" is a small piece of information which is sent to your browser and stored on your computer's hard drive. Cookies do not damage your computer. We may obtain the services of outside parties to assist us in collecting and processing the information described in this Section. We use this technology to measure the visitors' responses to our sites (including how many times a page is opened and which information is consulted) as well as to evaluate your use of this website. The third-party partner or the web analytical service partner may be able to collect data about visitors to our and other sites because of these cookies. They may

provide such information to other parties if there is a legal requirement that they do so, or if they hire the other parties to process information on their behalf.

## **8. Google Analytics**

We may use Google Analytics to rationalise our websites by (i) optimising traffic to and between corporate websites, and (ii) integrating and optimising web pages where appropriate. “Google Analytics” is a service offered by Google Inc. “Google” generates detailed statistics about a website's traffic and traffic sources and measures conversions and sales. GoogleAnalytics uses “cookies” stored on your computer to help analyse how users use our website. Information may be transmitted to Google servers in the United States. We understand that Google may transfer this information to third parties in case of a statutory obligation or if a third party processes data on behalf of Google and that under no circumstances, will Google combine or associate your IP address with other data stored at Google. By using our website you consent to the processing of any personal data Google will collect on you in the way and for the purpose as described above.

## **9. Personal information and children**

The services available on this site are intended for persons 18 years of age and older. We will not knowingly collect, use or disclose Personal Data from a minor under the age of 18, without obtaining prior consent from a person with parental responsibility (e.g., a parent or guardian) through direct off-line contact.

## **10. Links to other sites**

This Privacy Policy applies only to this website. We may provide links to other websites which we believe may be of interest to our visitors. We aim to ensure that such websites are of the highest standard. However, due to the nature of the internet, we cannot guarantee the privacy standards of websites to which we link or be responsible for the contents of sites other than this one, and this Privacy Policy is not intended to be applicable to any linked, non Skene Group Construction Services Ltd site.

## **11. Contact us**

If you have any queries or complaints about our compliance with this Privacy Policy, or if you would like to make any recommendations or comments to improve the quality of our Privacy Policy, please e-mail [DPC@skene-group.co.uk](mailto:DPC@skene-group.co.uk) (Data Protection Controller).

